



Authorization to Release and Relist

Please accept this authorization to update the below (or attached) listings to be Unconditionally Withdrawn from this office and relisted under the same agent ID with the new office on Realcomp *Online*.

Previous List Office ID: _____ Previous List Office Name: _____

New List Office ID: _____ New List Office Name: _____

List Agent ID: _____ List Agent Name: _____

Previous Broker's Signature: _____

Do you want Realcomp to apply the previous photos to the new listings? Yes No
(Virtual tour information would be loaded by the listing agent)

This page is for listings only. All of the documents that are attached to the listings will not be transferred. To have the transactions and documents in Transaction Desk/Online Forms transferred, complete and return the second page.

Please complete the below information for all listings to be relisted or attach a copy that includes the below fields.

MLS #	ADDRESS	LIST DATE	EXPIRE DATE	PRICE



Authorization to Transfer Transactions and Documents

This document authorizes all of the list agent's transactions and documents to be transferred to the new list office named below. All associated documents and forms will be transferred to the below office.

Previous List Office ID: _____ Previous List Office Name: _____

New List Office ID: _____ New List Office Name: _____

List Agent ID: _____ List Agent Name: _____

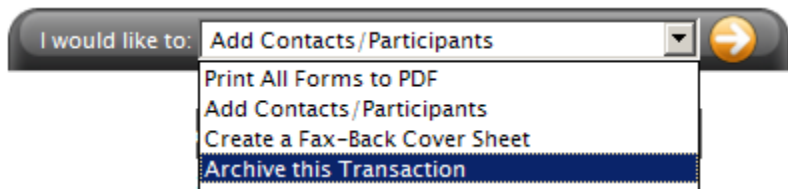
Previous Broker's Signature: _____

Attention Broker: By submitting this form, all of the transactions and documents for the above agent will be removed from your office and transferred with the agent to the new office. If you wish to keep a copy of the transactions, you should archive them before submitting this request to Realcomp.

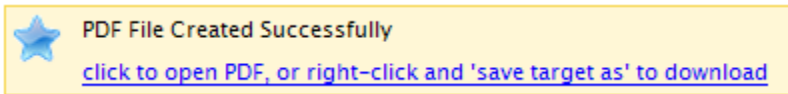
You can save the transactions from the Transaction Desk Daily Report email you received when the agent transferred to the new office. All of the agent's transactions appeared in this email. Simply click each transaction and save the information to a new location. If you no longer have this email, the below steps offer another way.

How to archive an agent's transactions and forms:

1. From Realcomp *Online*, select **Listing Management** and then **Transaction Desk & Forms**
2. Click on **Transactions** to see the list of transactions
3. Select a transaction you wish to archive
4. From the Transaction Overview, in the "I would like to" drop down list, select **Archive this Transaction**



5. Click the **right arrow**
6. A link will appear asking you to **right click** on the link and select **Save target as**



7. Choose a location to save the transaction
8. Repeat the above steps for each transaction you wish to archive